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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

ANNUAL FINANCIAL REPORT

JUNE 30, 2007

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 3/5/08

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

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MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

The following discussion and analysis of Claiborne Voluntary Council on Aging's financial performance provides an overview of the Council's financial activities for the year ended June 30, 2007. Please read it in conjunction with the financial statements, which begin on page 10.

HOW TO USE THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (on pages 10 and 11) provide information about the activities of the Council as a whole and present a longer-term view of the Council's finances. Fund financial statements begin on page 13. For governmental activities, these statements tell how services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Council's operations in more detail than the government-wide statements by providing information about the Council's most significant funds.

Reporting the Council as a Whole Using Government-Wide Statements

Our analysis of the Council as a whole begins on page 3. The Statement of Net Assets and the Statement of Activities (referred to collectively as the Government-Wide Financial Statements) report information about the Council as a whole and about its activities. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid.

The Government-Wide statements can be found on pages 10 and 11 and report the Council's net assets and changes in them. Some of the net assets are restricted which means they can only be used for a specific purpose. The Statement of Net Assets is designed to present the financial position of the Council as of year-end. Over time, increases or decreases in the Council's net assets are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall financial position of the Council, you will need to consider other nonfinancial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Activities provides information that shows how the Council's net assets changed as a result of this year's activities. All of the Council's significant activities are reported in the Statement of Activities. These activities include an Administration function and a Health, Welfare, and Social Services function. The Health, Welfare, and Social Services function is comprised of various programs that include various supportive social services, nutritional services, utility assistance, and disease prevention and health promotion. All activities of the Council are considered to be governmental activities. A governmental activity is one where the Council uses money it receives from government grants and contracts, along with donations from the general public, to pay for the services it provides to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the services are not required to pay for what they receive.

Reporting the Council's Most Significant Funds Using Fund Financial Statements

Our analysis of the Council's major funds begins on page 5. The Fund Financial Statements can be found on pages 13 to 15 and provide detailed information about the most significant funds - not the Council as a whole. In the Fund Financial Statements you will see a General Fund and a variety of Special Revenue Funds. The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. By using separate funds to track revenues and expenditures, we can control and manage funds for particular purposes or we can show that the fund is meeting legal responsibilities for using certain grants and other money.

The General Fund and Special Revenue Funds are considered governmental funds. Governmental funds focus on how money flows into and out of funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified* accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the Council's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Council's programs. We have presented the difference between the net assets of governmental activities and the fund balances of the governmental funds in a reconciliation at the bottom of the Balance Sheet for Governmental Funds. In addition, the difference between the change in net assets for the governmental funds and the change in net assets for the governmental activities has been presented in a reconciliation on a separate page that follows the Statement of Revenues, Expenditures, and Changes in Fund Balances for the Governmental Funds.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 16 to 32. You should read the notes before making assumptions or drawing conclusions about the Council's financial condition.

Supplementary Financial Information Required by GASB Statement 34

The Governmental Accounting Standards Board (GASB) Statement 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has a legally adopted annual budget. The schedules compare the original and final appropriated budgets to actual budget results for the Council's fiscal year. We have also opted to present positive and negative variances between the final budget and actual amounts.

Major funds are those funds whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet these criteria but which we believe is important to present for the Council's financial statement users.

Management's Discussion and Analysis is also required supplementary information (RSI) by GASB Statement 34. However, it is presented as the first item in this reporting package and not with the other RSI required by GASB Statement 34.

Other Supplementary Financial Information Required by GOEA

The Council has also presented other required supplemental information in this report package.

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present as schedules the information on pages 40 to 42. This information will be used by GOEA to verify the accuracy of information the Council submitted to it during the year and to help GOEA monitor certain compliance requirements set forth in the grants that it has with the Council.

AN ANALYSIS OF THE COUNCIL AS A WHOLE USING GOVERNMENT-WIDE FINANCIAL STATEMENTS

The following table reflects condensed information on the Council's net assets:

	<u>2007</u>	<u>2006</u>
Current and other assets	\$ 47,951	\$ 16,310
Capital Assets, net of depreciation	<u>25,854</u>	<u>26,792</u>
Total Assets	<u>73,805</u>	<u>43,102</u>
Current liabilities	2,203	3,409
Deferred revenue	<u>-</u>	<u>-</u>
Total liabilities	<u>2,203</u>	<u>3,409</u>
Invested in capital assets, net of related debt	25,854	26,792
Restricted	14,173	6,901
Unrestricted	<u>31,575</u>	<u>6,000</u>
Total Net Assets	<u>\$ 71,602</u>	<u>\$ 39,693</u>

As of June 30, 2007, the Council "as a whole" had assets greater than its liabilities by \$71,602. The Council's total net assets increased \$31,909 from \$39,692 to \$71,602. This 80.4% increase is due to a year end supplemental appropriation of \$25,000 by the State of Louisiana for each Council on Aging in the state. For the government wide financial statements, these funds were not expensed as of June 30, 2007.

The Council's unrestricted net assets increased by \$25,575. About 44% of the Council's net assets are unrestricted as of June 30, 2007. It is important that the Council have unrestricted net assets so that we will have resources available to adapt to changes in the economy, emergencies, unexpected needs, and reductions in or termination of grant revenues by government agencies.

The Council's restricted net assets increased by \$7,272 primarily because of unused NSIP funds remaining at the end of the year which are restricted for C1 and C2 nutrition programs. Net assets are reported as restricted when the constraints placed upon the asset's use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

The net assets that have been invested in capital assets are presented net of any related outstanding debt incurred to acquire them. For the year ended June 30, 2007 as presented, no capital assets had related debt associated with it.

The following table reflects condensed information on the Council's change in net assets:

	<u>2007</u>	<u>2006</u>
Revenues		
Program Revenues	\$ 205,180	\$ 210,778
General Revenues	<u>77,755</u>	<u>42,534</u>
Total Revenues	<u>282,935</u>	<u>253,312</u>
Direct Program Expenses of the Health, Welfare, and Social Services Function		
Supportive Services	32,513	35,451
Nutrition Services	86,686	96,757
Utility Assistance	4,544	3,746
Disease prevention and health promotion	1,876	1,974
National family caregiver support	13,663	16,019
Senior Activities	22,557	17,959
Interest on long term debt	-	-
Direct Administrative expenses	<u>89,187</u>	<u>83,681</u>
Total Expenses	<u>251,026</u>	<u>255,587</u>
Change in net assets	<u>\$ 31,909</u>	<u>\$ (2,275)</u>

AN ANALYSIS OF GOVERNMENTAL ACTIVITIES

Most of the Council's activities are funded by federal, state, and local grants. These grants amount to approximately 95% of the revenues of the Council in 2007 and 2006. Some of these grants are restricted which means that the money can only be used in certain programs. The amount of funds available from most of the grants remains rather constant from year to year.

The Council also receives donations from its clients and the general public. These revenues help to lessen the financial burden on the Council and allow it to maintain and expand services. Public support revenues represented 5% of the total revenues for 2007 and 2006.

For 2007, total administration expenses were \$89,187, or 36% of total expenses.

AN ANALYSIS OF THE COUNCIL'S FUNDS USING GOVERNMENTAL FUND FINANCIAL STATEMENTS

Fund Balances

The Council showed a combined governmental fund balance of \$20,748 (as shown on the Fund Financial Statement's balance sheet at page 13) at the end of this year, which is an increase of \$7,847 versus last year. The increase is due primarily because of unused NSIP funds remaining at the end of the year which are restricted for C1 and C2 nutrition programs

Revenues

The combined fund revenues increased \$29,626 this year versus last year, or 12% due a supplemental year end appropriation of \$25,000 by the State of Louisiana.

Expenditures

Total expenditures increased by \$20,416 this year, or 8%, due to the requirement that the \$25,000 appropriated to the Council at year end by the State of Louisiana be recognized as a current year expenditure.

Funding for the Congregate and Home Delivered Meals Programs are provided in part with funds from a NSIP grant. NSIP funds can only be used to pay for part of the cost of the meals provided to the elderly recipient. It is possible that some money earned under the NSIP grant may not be needed in the year received. Any unused NSIP grant funds are recorded as a restricted net asset of the Nutrition Services program and will be available for use next year if necessary.

Revenues of the Helping Hands Utility Assistance Program exceeded expenditures by \$1,498. No indirect costs can be charged to this program because under the terms of the contract, the contributions given by the donors must only be used to pay for utility bills for certain needy people who meet the guidelines to receive assistance. In any given year, the amount of contributions received in this program may exceed the demand from qualified recipients.

AN ANALYSIS OF THE GENERAL FUND BUDGET

Over the course of this past fiscal year the budget was amended twice. The amendments were approved at Board of Directors meetings on April 17, 2007 and June 27, 2007. The amendments effectively approve any expenditure that had already been incurred that exceeded its original budgeted amount. The primary reasons for amending the budget are to account for unanticipated changes in both revenues and expenditures and to prevent compliance violations under the Council's grants from GOEA.

You can find schedules of the original and amended budgets for the General Fund in the Supplementary Financial Information Required by GASB Statement 34 section of this report on pages 34 to 38. When you review the budget versus actual schedule, you will note that the favorable and unfavorable variances are not very large. This is a result of the budget amendment process, which allows us the opportunity to use hindsight to adjust the forecast that it made at the beginning of the year. With four months left in the fiscal year at the time the budget was amended, the risk of a significant budget overrun was reduced because of our ability to more accurately predict what will occur over a shorter period of time versus a longer period of time.

AN ANALYSIS OF CAPITAL ASSET AND DEBT ADMINISTRATION

At the end of the year, the Council had \$25,854 in fixed assets net of accumulated depreciation. This amounted to a net decrease of \$938 over last year.

Capital Assets, Net of Depreciation at Year End

	Governmental Activities	
	2007	2006
Real Property	\$ 3,500	\$ 3,500
Leasehold Improvements	14,408	15,466
Furniture & Equipment	3,600	3,975
Computer & Peripheral Equipment	1,195	100
Vehicles	3,151	3,751
	<u>\$ 25,854</u>	<u>\$ 26,792</u>

The only addition this year to the Council's fixed assets was for a computer for the Executive Director. More detailed information can be found about the Council's capital assets in Notes 1 and 9 to the financial statements.

There is no long term debt related to the Council's capital assets.

There is no liability for compensated absences. All vacation leave is used before the end of the year. No vacation time is brought forward to the next year.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Council receives most of its funding from federal and state agencies. Because of this, the source of income for the Council is rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues may vary from year to year. All of the Council's grants and contracts from the usual federal and state agencies have been approved for FY 2008. The Council's federal and state grants were reduced by \$15,884 for FY 2008. The price per meal that we pay was raised .11 per meal to \$2.62. Accordingly, we have set our initial budget to provide the same programs and reduced the levels of service next year. GOEA has also approved the Council's budget for next year. There are no plans to add any significant programs for next year.

CONTACTING THE COUNCIL'S MANAGEMENT

Our financial report is designed to provide government agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Cheryl Zeagler, the Council's Executive Director, at the Council's main office located at 608 East 4th Street, Homer, LA, by phone at 318-927-6922, or by email at josreed@bellsouth.net.

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ACCOUNTANT'S REPORT

To the Board of Directors
Claiborne Voluntary Council on Aging, Inc.
Homer, Louisiana

We have reviewed the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Claiborne Voluntary Council on Aging, Inc., as of and for the year ended June 30, 2007, which collectively comprise the Council's basic financial statements as listed in the table of contents, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of Claiborne Voluntary Council on Aging, Inc.

A review consists principally of inquiries of Entity personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, with the exception of the matter described in the following paragraph, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principals.

As disclosed in Item f. of Note 1 to the financial statements, expenditures of the fund financial statements are generally recorded under the modified accrual basis of accounting when the related liability is incurred. In the general fund, the Entity was required by the Governor's Office of Elderly Affairs to show current year expenditures of \$25,000 to match corresponding revenues appropriated by the State of Louisiana to the Council as of June 30, 2007. However, no expenditures were actually incurred as of June 30, 2007. If

generally accepted accounting principles had been followed for the fund financial statements, accounts payable and capital outlay expenditures of the general fund would have decreased by \$25,000. The excess of revenues over expenditures for the general fund would have increased by \$25,000.

The management's discussion and analysis and budgetary comparison information on pages 1 through 6 and 34 through 38, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. The combining and individual nonmajor fund financial statements and schedules listed in the table of contents are presented for purpose of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but was compiled from information that is the representation of management, without audit or review. Accordingly, we do not express an opinion or any other form of assurance on the supplementary information.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report dated November 26, 2007 on the results of our agreed-upon procedures.

Jamieson, Wise & Martin

Minden, Louisiana
November 26, 2007

GOVERNMENT WIDE FINANCIAL STATEMENTS

GOVERNMENT WIDE STATEMENT OF NET ASSETS
 Claiborne Voluntary Council on Aging, Inc.
 June 30, 2007

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 18,011
Accounts Receivable	28,779
Prepaid Items	1,161
Capital assets, net of accumulated depreciation	<u>25,854</u>
TOTAL ASSETS	<u><u>\$ 73,805</u></u>
LIABILITIES	
Accounts payable	\$ 455
Due to funding agency	1,748
Deferred revenues	<u>-</u>
TOTAL LIABILITIES	<u><u>\$ 2,203</u></u>
NET ASSETS	
Invested in capital assets, net of related debt	\$ 25,854
Restricted for:	
Utility assistance	4,955
Nutrition services	9,218
Unrestricted	<u>31,575</u>
TOTAL NET ASSETS	<u><u>\$ 71,602</u></u>

See accompanying notes and accountants' report.

GOVERNMENT WIDE STATEMENT OF ACTIVITIES

Claiborne Voluntary Council on Aging
For the Year Ended June 30, 2007

	Program Revenues				Net (Expenses) Revenues and Change in Net Assets	
	Expenses	Indirect Expenses Allocation	Charges for Services	Operating Grants and Contributions		Capital Grants & Contributions
Governmental Activities						
Health, Welfare & Social Services:						
Supportive Services:						
Homemaker	\$ 8,100	\$ 6,298	\$ -	\$ 13,959	\$ -	\$ (439)
Information and Assistance	7,112	5,530	-	10,572	-	(2,070)
Legal Assistance	2,400	-	-	2,041	-	(359)
Outreach	3,664	2,848	-	5,447	-	(1,065)
Transportation	10,903	8,010	-	15,478	-	(3,435)
Public Education	334	259	-	495	-	(98)
Nutrition Services:						
Congregate Meals	21,179	8,507	-	32,822	-	3,136
Home Delivered Meals	65,280	29,777	-	75,869	-	(19,188)
Nutrition Education	227	97	-	305	-	(19)
Utility Assistance	4,544	-	-	5,642	-	1,098
Disease Prevention and Health Promotion:						
Medication Management	774	522	-	1,352	-	56
Wellness	1,102	743	-	1,660	-	(185)
National Family Caregiver Support:						
Respite	10,986	6,076	-	17,508	-	446
Material Aide	1,610	-	-	1,372	-	(238)
Other Services	1,067	590	-	1,448	-	(209)
Senior Activities	22,557	-	-	-	-	(22,557)
Interest on long term debt	-	-	-	-	-	-
Administration	89,187	(69,257)	-	19,210	-	(720)
Total Governmental Activities	\$ 251,026	\$ -	\$ -	\$ 205,180	\$ -	\$ (45,846)

General Revenues:	
Grants and contributions not restricted to specific programs	76,892
Investment earnings	913
Gain (Loss) on disposal of general capital assets	(50)
Other general revenues	-
Transfers	-
Total general revenues and transfers	77,755
Change in Net Assets	31,909
Net assets-beginning	39,693
Net assets-ending	\$ 71,602

See accompanying notes and accountants' report.

FUND FINANCIAL STATEMENTS

Balance Sheet
Governmental Funds
Claiborne Voluntary Council on Aging, Inc.

June 30, 2007

	General Fund	Title III B	Title III C-1	Title III C-2	NSIP	Helping Hands	Non-Major Funds	Total Governmental Funds
ASSETS								
Cash and cash equivalents	\$ 6,475	\$ -	\$ 86	\$ -	\$ 6,725	\$ 4,421	\$ 2,537	\$ 20,244
Accounts Receivable	25,100	-	-	-	2,493	-	1,186	28,779
Prepaid expense	-	489	29	530	-	-	113	1,161
TOTAL ASSETS	\$ 31,575	\$ 489	\$ 115	\$ 530	\$ 9,218	\$ 4,421	\$ 3,836	\$ 50,184
LIABILITIES AND FUND BALANCES								
Liabilities:								
Accounts payable	25,000	24	115	11	-	-	305	25,455
Bank overdrafts	-	465	-	519	-	-	1,249	2,233
Due to funding agency	-	-	-	-	-	-	1,748	1,748
Deferred revenues	-	-	-	-	-	-	-	-
Other liabilities	-	-	-	-	-	-	-	-
Total Liabilities	25,000	489	115	530	-	-	3,302	29,436
Fund balances:								
Unreserved, reported in:								
Prepaid expenditures	-	-	-	-	-	-	-	-
General Fund	6,575	-	-	-	-	-	-	6,575
Special revenue funds	-	-	-	-	9,218	4,421	534	14,173
Total fund balances	6,575	-	-	-	9,218	4,421	534	20,748
TOTAL LIABILITIES AND FUND BALANCES	\$ 31,575	\$ 489	\$ 115	\$ 530	\$ 9,218	\$ 4,421	\$ 3,836	
Amounts reported for governmental activities in the statement of net assets are different because:								
-Liabilities not reported on full accrual basis								25,000
-Capital assets used in Governmental activities are not financial resources and therefore are not reported in the funds								25,854
Net Assets of Governmental Activities								\$ 71,602

See accompanying notes and accountants' report.

Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Claiborne Voluntary Council on Aging, Inc.

For the Year Ended June 30, 2007

	General Fund	Title III B	Title III C-1	Title III C-2	NSIP	Helping Hands	Non Major Funds	Total Governmental Funds
REVENUES								
Intergovernmental	\$ 46,860	\$ 47,613	\$ 27,512	\$ 60,250	\$ 15,349	\$ -	\$ 71,922	\$ 269,506
Public support	391	379	3,163	2,722	-	5,642	269	12,566
Interest	913	-	-	-	-	-	-	913
Miscellaneous	-	-	-	-	-	-	-	-
Total Revenues	48,164	47,992	30,675	62,972	15,349	5,642	72,191	282,985
EXPENDITURES								
Health, Welfare & Social Services								
Current:								
Salaries	-	34,576	10,081	23,924	-	-	37,667	106,248
Fringe	-	2,735	780	1,880	-	-	2,939	8,334
Travel	-	1,479	-	-	-	-	1,412	2,891
Operating services	-	11,289	4,658	18,211	-	4,144	16,791	55,093
Operating supplies	-	2,256	1,505	3,642	-	-	5,127	12,530
Caterer - meals	-	-	12,670	47,203	-	-	-	59,873
Other costs	1,929	-	-	-	-	-	-	1,929
Legal services	-	2,400	-	-	-	-	-	2,400
Nutrition consultant	-	123	256	257	-	-	204	840
Debt service - principal	-	-	-	-	-	-	-	-
Debt service - interest	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
Total Expenditures	25,000	-	-	-	-	-	-	25,000
	26,929	54,858	29,950	95,117	-	4,144	64,140	275,138
Excess (Deficiency) of Revenues Over (Under) Expenditures	21,235	(6,866)	725	(32,145)	15,349	1,498	8,051	7,847
OTHER FINANCING SOURCES (USES)								
Transfers in	-	6,866	2,414	32,145	-	-	129	41,554
Transfers out	(20,660)	-	(3,139)	-	(9,175)	-	(8,580)	(41,554)
Sale of capital assets	-	-	-	-	-	-	-	-
Total Other Financing Sources and Uses	(20,660)	6,866	(725)	32,145	(9,175)	-	(8,451)	-
Net Increase (Decrease) in Fund Balances	575	-	-	-	6,174	1,498	(400)	7,847
Fund balances -- beginning of the year	6,000	-	-	-	3,044	2,923	934	12,901
Fund balances -- ending of the year	\$ 6,575	\$ -	\$ -	\$ -	\$ 9,218	\$ 4,421	\$ 534	\$ 20,748

See accompanying notes and accountants' report.

Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental
Funds to the Statement of Activities
Claiborne Voluntary Council on Aging, Inc.

Year Ended June 30, 2007

Net increase (decrease) in fund balances - total governmental funds	\$ 7,847
Loss on disposal of equipment not reported in fund financial statements	(50)
Expenditures not reported as expenses in statement of activities	25,000
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$2,096) exceeds capital outlays (\$1,208) in the current period.	<u>(888)</u>
Increase (decrease) of net assets of governmental activities	<u>\$ 31,909</u>

See accompanying notes and accountants' report.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies

a. Purpose of the Council on Aging:

The purpose of the Council is to collect facts and statistics and make special studies of conditions pertaining to the employment, financial status, recreation, social adjustment, mental and physical health or other conditions affecting the welfare of the aging people in Claiborne Parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish; to provide for a mutual exchange of ideas and information on the parish and state level; to conduct public meetings to make recommendations for needed improvements and additional resources; to promote the welfare of aging people when requested to do so; to coordinate and monitor services of other local agencies serving the aging people of the parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA) other departments of state and local government serving the elderly; and to make recommendations relevant to the planning and delivery of services to the elderly of the parish.

Specific services provided by the Council to the elderly residents of Claiborne Parish include providing congregate and home delivered meals, nutritional education, information and assistance, outreach, material aid, utility assistance, homemakers, recreation, legal assistance, disease prevention, health promotion, and transportation.

b. Reporting Entity:

In 1964, the State of Louisiana passed Act 456 authorizing the charter of a voluntary council on aging for the welfare of the aging people in each parish of Louisiana. However, before the council on aging can begin operations in a specific parish, its application for a charter must receive approval from the Governor's Office of Elderly Affairs pursuant to LA R.S. 46:1602. The functions of each council on aging in Louisiana must comply with the objectives of state laws and each council is governed by the policies and regulations established by GOEA.

The Claiborne Council on Aging is a legally separate, non-profit, quasi-public corporation. It received its charter and began operations on September 6, 1973.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 1 - Summary of Significant Accounting Policies (continued)

A board of directors, consisting of 11 voluntary members, who serve staggered three-year terms, governs the Council. The board of directors is comprised of, but not limited to, representatives of the Parish's elderly population, general public, private businesses, and elected public officials.

Board members are elected annually by the members of the Council with a simple majority of those present and voting. The nominating committee presents a list of community citizens who are eligible to serve. Additional nominations are accepted if any are presented.

Membership in the Council is open at all times, without restriction, to all residents of Claiborne Parish who have reached the age of majority and who express an interest in the Council and wish to contribute to or share in its programs. Membership fees are not charged.

Based on the criteria set forth in GASB Statement 14, the Claiborne Voluntary Council on Aging is not a component unit of another primary government nor does it have any component units that are related to it. In addition, based on the criteria set forth in GASB Codification Section 2100, the Council has presented its financial statements as a primary government, because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As used in GASB Statement 14, the term fiscally independent means that the Council may, without approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. As previously mentioned, GOEA establishes the policies and regulations that all councils must follow. Included in its policies is a provision that the Council's budget be approved by GOEA. However, this approval process is part of GOEA's general oversight responsibility for the Council and is more ministerial or compliance oriented than substantive.

Accordingly, the Council is viewed as being fiscally independent for purposes of applying the reporting entity criteria of GASB Statement 14.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 1 - Summary of Significant Accounting Policies (continued)

c. Presentation of Statements:

The Council's statements are prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements.

The Council has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds; however, the Council has chosen not to do so because it does not have any business-type activities or enterprise funds. The more significant accounting policies established in GAAP and used by the Council are discussed below.

d. Basic Financial Statements - Government-Wide Statements

The Council's basic financial statements include both Government-Wide (reporting the Council as a whole) and fund financial statements (reporting the Council's major funds). Both the Government-Wide and Fund Financial Statements categorize primary activities as either governmental or business type. The Council's functions and programs have been classified as governmental activities. The Council does not have any business-type activities, fiduciary funds, or any component units that are fiduciary in nature. Accordingly, the Government-Wide financial statements do not include any of these activities or funds.

In the Government-Wide Statement of Net Assets, the governmental type activities column (a) is presented on a consolidated basis by column, (b) and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Council's net assets are reported in three parts - invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. Invested in capital assets, net of related debt consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets. Restricted net assets consist of net assets with constraints placed on the use either by (1)

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 1 - Summary of Significant Accounting Policies (continued)

external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Unrestricted net assets include all other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

The Council's policy is to use restricted resources first to finance its activities except for nutrition services. When providing nutrition services, revenues earned by the Council under its NSIP contract with GOEA can only be used to pay for the raw food component of each meal that is bought and served to a person eligible to receive a meal under one of the nutrition programs. The Council's management has discretion as to how and when to use the NSIP revenues when paying for nutrition program costs. Quite often unrestricted resources are available for use that must be consumed or they will have to be returned to GOEA. In such cases it is better for management to elect to apply and consume the unrestricted resources before using the restricted resources. As a result, the Council will depart from its usual policy of using restricted resources first.

The Government-Wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues like intergovernmental revenues, and unrestricted investment income, particularly if the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues, such as operating and capital grants and contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants. The Council did not receive any capital-specific grants this year.

The Council allocates its indirect costs among various functions and programs in accordance with Circular A-87. The Statement of Activities shows this allocation in a separate column labeled "indirect cost allocation." In addition, GOEA provides grant funds to help the Council pay for a portion of its indirect costs. As a result, only the indirect costs in excess of the GOEA funds are allocated to the Council's other functions and programs.

The Government-Wide Statements focus upon the Council's ability to sustain operations and the change in its net assets resulting from the current year's activities.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2007

Note 1 - Summary of Significant Accounting Policies (continued)

e. Basic Financial Statements - Fund Financial Statements:

The financial transactions of the Council are reported in individual funds in the Fund Financial Statements. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are reported by generic classification within the financial statements.

The Council uses governmental fund types. The focus of the governmental funds' measurement (in the fund statements) is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Council or if its total assets, liabilities, revenues, or expenditures are at least 10% of the corresponding total for all funds of that category or type.

Governmental fund equity is called the fund balance. Fund balance is further classified as reserved and unreserved, with unreserved being further split into designated and undesignated. Reserved means that the fund balance is not available for expenditure because resources have already been expended (but not consumed), or a legal restriction has been placed on certain assets that makes them only available to meet future obligations. Designated fund balances result when management tentatively sets aside or earmarks certain resources to expend in a designated manner. In contrast to reserved fund balances, designated amounts can be changed at the discretion of management.

The following is a description of the governmental funds of the Council:

- a. **The General Fund** is the general operating fund of the Council. It is used to account for all financial resources except those required to be accounted for in another fund.
- b. **Special Revenue Funds** are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. A large percentage of the Council's special revenue funds are Title III funds. These funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 1 - Summary of Significant Accounting Policies (continued)

The Council has established several special revenue funds. The following is a brief description of each special revenue fund's purpose:

Major Special Revenue Funds

The Title III B Fund is used to account for funds, which are used to provide various units of supportive social services to the elderly. GOEA has established the criteria for defining a qualifying unit of service for each Title III program. Specific supportive social services, along with the number of units provided during the fiscal year, are as follows:

	<u>Units</u>
a. Information and Assistance	301
b. Outreach	154
c. Homemaker	714
d. Transportation	2,629
e. Legal	48
f. Public Education	23

The Title III C-1 Fund is used to account for funds that are used to provide nutritional, congregate meals to the elderly at meal sites located in and surrounding areas. During the year the Council served 5,000 meals to people eligible to participate in this program.

The Title III C-2 Fund is used to account for funds that are used to provide nutritional meals to homebound older persons. Using Title III C-2 funds the Council served 18,750 meals during the year to people eligible to participate in this program.

The Helping Hands Utility Assistance Fund accounts for the administration of utility assistance programs that are sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the parish councils on the aging to provide assistance to the elderly for the payment of utility bills. Donations are provided through the Louisiana Association of Councils on Aging, Inc. (LACOA).

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 1 - Summary of Significant Accounting Policies (continued)

The N.S.I.P. Fund is used to account for the administration of Nutrition Services Incentive Program funds provided by the United State Department of Agriculture through the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. The GOEA distributes NSIP funds to each parish council on aging in Louisiana based on how many meals each council on aging served in the previous year in relation to the total meals served statewide by all councils. The primary purpose of the NSIP reimbursement is to provide money to the Council so that United States food and commodities may be purchased to supplement nutrition programs.

Non-Major Special Revenue Funds

The Title III C Area Agency Administration Fund is used to account for a portion of the indirect costs of administrating the Council's programs. Each fiscal year GOEA provides the Council with funds to help pay for the costs of administering the Council's special programs for the elderly. The amount of funding is not enough to pay for all the indirect costs. As a result, the Council will allocate its indirect costs to this fund first. Once the GOEA funds are completely used, any indirect costs, in excess of the funds provided by GOEA, are distributed to other funds and programs using a formula based on the percentage each program's direct costs bear to direct costs for all programs.

The Title III D Fund is used to account for funds used for disease prevention and health promotion activities. During the year 731 units of wellness service and 440 units of medication management service were provided to eligible participants in this program.

The Senior Center Fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to GOEA, which in turn "passes through" the funds to the Council. The purpose of this program is to provide a community service center at which elderly people can receive supportive social services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The senior center for Claiborne Parish is located in Homer, Louisiana. Senior Center funds can be used at management's discretion to support any of the Council's programs that benefit the elderly.

The Energy LA Atmos Fund is used to account for the administration of utility assistance programs that are sponsored by Atmos Energy Company.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 1 - Summary of Significant Accounting Policies (continued)

The Title III E Fund is used to account for funds used in providing a multifaceted system of support for family caregivers in Claiborne Parish, Louisiana. During the year 41 units of caregiver information and assistance, 1,046 units of respite service, and 27 units of material aide were provided to eligible participants in this program.

The Audit Fund is used to account for funds received from the Governor's Office of Elderly Affairs that are restricted to use as a supplement to pay for the cost of having an annual audit of the Council's financial statements. The cost allocated to this fund is equal to the GOEA supplement. Excess audit costs have been distributed to other funds and programs using the Council's indirect cost allocation formula.

The Supplemental Senior Center Fund was established to account for funds that were appropriated by the Louisiana Legislature for the various councils on aging throughout Louisiana to supplement each council's primary grant for senior center operations and activities. The Claiborne Council on Aging was one of the parish councils to receive a supplemental grant of \$3,100. The money received by this fund during the year was transferred to the Title III B. GOEA provided these funds to the Council.

f. Measurement Focus and Basis of Accounting:

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual Basis – Government-Wide Financial Statements (GWFS):

The Statement of Net Assets and the Statement of Activities display information about the Council as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 1 - Summary of Significant Accounting Policies (continued)

2. Modified Accrual Basis – Fund Financial Statements (FFS):

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Council considers all revenues "available" if they are collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

g. Transfers:

Advances between funds which are not expected to be repaid are accounted for as transfers. In those cases where repayment is expected, the advances are accounted for through the various due from and due to accounts. Transfers between funds are netted against one another as part of the reconciliation of the change in fund balances in the fund financial statements to the change in net assets in the Government-Wide Financial Statements.

h. Budgets and Budgetary Accounting:

The Council follows the following procedures in establishing the budgetary data in these financial statements:

- a) The Director prepares a proposed budget for each program and submits it to the Board of Directors prior to the beginning of each year.
- b) Upon adoption of the various program budgets by the Board of Directors, the budgets are forwarded to the State of Louisiana, Office of Elderly Affairs for approval.
- c) If changes to the various program budgets are recommended by the Office of Elderly Affairs, the budgets are revised accordingly and the Board of Directors adopts a final budget.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 1 - Summary of Significant Accounting Policies (continued)

- d) All budgetary appropriations lapse at the end of each fiscal year. Any grant revenue generated in excess of expenditures incurred during a fiscal year is returned to the Office of Elderly Affairs in accordance with the provisions of various contracts entered into with that office.
- e) Budgets for the General and Special Revenue funds are adopted on a basis consistent with generally accepted accounting principles.
- f) The budgets presented in the accompanying financial statements have been amended under the above method.

i. Fixed Assets

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long-lived assets that have been purchased or acquired with an original cost of at least \$1,000 and that have an estimated useful life of greater than one year. When purchased or acquired, these assets are recorded as capital assets in the Government-Wide Statement of Net Assets. In contrast, in the Fund Financial Statements, capital assets are recorded as expenditures of the fund that provided the resources to acquire the asset. If the asset was purchased, it is recorded in the books at its cost. If the asset was donated, then it is recorded at its estimated fair market value at the date of donation.

For capital assets recorded in the Government-Wide Financial Statements, depreciation is computed and recorded using the straight-line method for the asset's estimated useful life. The estimated useful lives of the various classes of depreciable capital assets are as follows:

Buildings and Improvements	20-40 years
Equipment	5-12 years
Vehicle	5-7 years
Computers	5 years

Depreciation is not computed or recorded on capital assets for purposes of the Fund Financial Statements.

j. Annual and Sick Leave

The Council's annual and sick leave policy does not provide for the vesting of annual and sick leave.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 1 - Summary of Significant Accounting Policies (continued)

k. Prepaid Expenditures

The Council has elected not to expense amounts paid for future services until those services are consumed to comply with the cost reimbursement terms of its grant agreements. Prepaid expenditures in the amount of \$1,161 consist mainly of insurance premiums paid in June 2007.

l. Encumbrance accounting

The Council does not use encumbrance accounting.

m. Related Party Transactions

There were no significant related party transactions during the fiscal year.

n. Management's Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

o. Deferred Revenues

The Council reports deferred revenues on its Statement of Net Assets and on the balance sheet of the Fund Financial Statements. Deferred revenues arise when the Council receives resources before it has a legal claim to them. In subsequent periods, when the Council has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

p. Allocation of Indirect Expenses:

The Council reports all direct expenses by function and programs of functions in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function or program. Indirect expenses are recorded as direct expenses of the Administration function. GOEA provides funds to partially subsidize the Council's Administration function. The unsubsidized net cost of the Administration function is allocated using a formula that is based primarily on the relationship the direct cost a program bears to the direct cost of all programs. There are some programs that cannot absorb any indirect cost allocation according to their grant or contract limitations.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 2 - Funding Policies and Sources of Funds (continued)

The Council receives its monies through various methods of funding. Most of the funds are received on a grant basis. Under this method, funds are received as needed or on a monthly or quarterly allocation of the total budget (grant) in advance of the actual expenditure. The following programs are handled in this manner: Title III B, Title III C-1 and C-2, Title III D, Title III E, Senior Center, State Allocation Funds (Act 735), and Audit Funds. The NSIP fund is funded under the units of service method.

The Council encourages and receives contributions from clients to help offset program costs. The Town of Homer provides funds to the Council. Utility assistance funds are also provided by both the Louisiana Association of Councils on Aging under the Helping Hands program and Atmos Energy under the Energy/LA Atmos program.

Note 3 - Revenue Recognition

Revenues are recorded in the Government-Wide Statements when they are earned under the accrual basis of accounting. Revenues are recorded in the Fund Financial Statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting, intergovernmental grant revenues, program service fees, and interest income are usually both measurable and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are often difficult to measure; therefore, they are recorded as revenue in the period received.

Note 4 - General Fund and Helping Hands Budget

The Council is not required to and did not prepare a budget for the General Fund and the Helping Hands Fund. The Budgetary Comparison Schedule for these funds has therefore been omitted.

Note 5 - Accounts Receivable

Accounts receivable at June 30, 2007 were \$28,779 for the following programs:

State of Louisiana – Act 735	\$25,000
NSIP	2,493
AAA	1,186
Other	100

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 6 - In-Kind Contributions

The Council received in-kind contributions during the year, primarily in the form of facilities and labor. These contributions and the offsetting operating expenses have not been reported in the financial statements. In-kind contributions not reported amounted to \$5,400 for the year ended June 30, 2007.

Note 7 - Income Tax Status

The Council, a non-profit corporation, is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

Note 8 - Lease Commitments

The Claiborne Voluntary Council on Aging, Inc. has a ten (10) year lease agreement with the Claiborne Parish Police Jury, for the building housing the Claiborne Senior Center and Central Kitchen, which expires June 9, 2011. The annual rental payment required by the lease is \$1.00. No payment was made for the year ended June 30, 2007.

The Claiborne Voluntary Council on Aging, Inc. has a four-year lease with IKON Financial Services for the use of a copy machine. The monthly rental payment is \$260.76.

Total rental and lease payments for the year ended June 30, 2007 were \$3,437.

The future minimum payments under these operating leases consist of the following:

Year ended	
<u>June 30,</u>	<u>Amount</u>
2008	3,130
2009	3,130
2010	3,130
2011	2,609
Thereafter	-
Total	\$ <u>11,999</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2007

Note 9 - Changes in General Fixed Assets

A summary of changes in general fixed assets is presented below:

	Balance July 1, 2006	Additions	Deductions	Balance June 30, 2007
Capital assets, not being depreciated:				
Real property	\$ <u>3,500</u>	<u>-</u>	<u>-</u>	<u>3,500</u>
Capital assets being depreciated:				
Leasehold improvements	18,468	-	-	18,468
Furniture and equipment	13,000	-	-	13,000
Computer and peripheral equipment	5,059	1,208	(1,237)	5,030
Automobiles	<u>58,272</u>	<u>-</u>	<u>-</u>	<u>58,272</u>
Total capital assets being depreciated	\$ <u>94,799</u>	<u>1,208</u>	<u>(1,237)</u>	<u>94,770</u>
Less accumulated depreciation for:				
Leasehold improvements	3,002	1,058	-	4,060
Furniture and equipment	9,025	375	-	9,400
Computer and peripheral equipment	4,959	63	(1,187)	3,835
Automobiles	<u>54,521</u>	<u>600</u>	<u>-</u>	<u>55,121</u>
Total accumulated depreciated	\$ <u>71,507</u>	<u>2,096</u>	<u>(1,187)</u>	<u>72,416</u>
Total capital assets being depreciated, net	\$ <u>23,292</u>	<u>(888)</u>	<u>(50)</u>	<u>22,354</u>
Total net capital assets	\$ <u>26,792</u>	<u>(888)</u>	<u>(50)</u>	<u>25,854</u>

Depreciation was charged to governmental activities as follows:

Supportive services:	
Transportation	\$ 600
Senior Activities	1,496
Administration	<u>-</u>
Total depreciation expense for governmental activities	\$ <u>2,137</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 10 - Cash and Cash Equivalents

Cash and cash equivalents include demand deposits and interest-bearing demand deposits. Under state law, the Council may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2007, the Council's total cash and cash equivalents (book balance) was \$18,011. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2007, the Council had \$37,178 in deposits (collected bank balances). These deposits are fully secured from risk by federal deposit insurance.

Note 11 - Board of Directors

Members of the Board of Directors of the Claiborne Voluntary Council on Aging, Inc. serve in an advisory capacity only and receive no per diem or other compensation for their services.

The present board is composed of the following members:

Addie Wafer	Chairperson	Virginia Hollenshead	Director
Arquilla Shepherd	Vice-Chairperson	Bobbie Sindle	Director
Ozeal Perkins	Secretary – Treasurer	Bobbie Ruple	Director
Zelmarie Kennedy	Director	Marilyn Hightower	Director
Clara Hall	Director	Emma Walker	Director
John T. Owens	Director		

Note 12 - Due to Funding Agency

This account represents funds received from the Governor's Office of Elderly Affairs that have not been spent and will be returned. The gross revenues for the following funds have been presented net of these advances. The composition of this account at June 30, 2007, is as follows:

Title III E Caregiver	\$ <u>1,748</u>
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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 13 - Interfund Transfers

Operating transfers in and out are listed by fund for the year ended June 30, 2007:

<u>Funds Transferred To</u>						
<u>Funds Transferred Out</u>	<u>Title IIIB</u>	<u>Title III C-1</u>	<u>Title III C-2</u>	<u>Title III D</u>	<u>Title IIIE</u>	<u>Total</u>
General Fund	\$ -	-	-	-	-	-
Act 735	-	-	20,531	129	-	20,660
Total General Funds	-	-	20,531	129	-	20,660
Special Revenue Funds:						
Major Funds:						
NSIP	-	2,414	6,761	-	-	9,175
Title C-1	-	-	3,139	-	-	3,139
Non-major Funds:						
Senior Center	3,766	-	1,714	-	-	5,480
Supplemental						
Senior Center	3,100	-	-	-	-	3,100
Total Special						
Revenue Funds	6,866	2,414	11,614	-	-	20,894
Total all funds	\$ 6,866	2,414	32,145	129	-	41,554

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and to use unrestricted revenues collected in the General Fund to finance various programs accounted with budgetary authorizations.

These transfers were eliminated as a part of the consolidation process in preparing the Government-Wide Financial Statements.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2007

Note 14 - Litigation

As of June 30, 2007, the Council was not involved in litigation.

Note 15 - Changes in General Long-Term Debt

The council had no long-term debt for the year ended June 30, 2007.

Note 16 - Economic Dependency

The Council receives the majority of its revenue from funds provided through grants administered by the Governor's Office of Elderly Affairs. The grant amounts are appropriated each year by the federal and state governments.

SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34

Claiborne Voluntary Council on Aging, Inc.
 Budgetary Comparison Schedule - State of Louisiana Act 735
 For the year ended June 30, 2007

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u> <u>(GAAP) Basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 20,660	\$ 45,660	\$ 45,660	\$ -
Other Revenues	-	-	-	-
Total Revenues	<u>20,660</u>	<u>45,660</u>	<u>45,660</u>	<u>-</u>
Expenditures				
Other costs	-	-	-	-
Capital outlay	-	25,000	25,000	-
Total Expenditures	<u>-</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Excess of Revenues Over Expenditures	<u>20,660</u>	<u>20,660</u>	<u>20,660</u>	<u>-</u>
Other Financing Sources (Uses)				
Transfers in	-	-	-	-
Transfers out	(20,660)	(20,660)	(20,660)	-
Total Other Financing Sources (uses)	<u>(20,660)</u>	<u>(20,660)</u>	<u>(20,660)</u>	<u>-</u>
Net Change in Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances				
Beginning of Year	-	-	-	-
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accountants' report.

Claiborne Voluntary Council on Aging, Inc.
 Budgetary Comparison Schedule - Title III B Fund
 For the year ended June 30, 2007

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u> <u>(GAAP) Basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 47,613	\$ 47,613	\$ 47,613	\$ -
Public Support	400	400	379	(21)
Total Revenues	<u>48,013</u>	<u>48,013</u>	<u>47,992</u>	<u>(21)</u>
Expenditures				
Salaries	35,374	35,279	34,576	703
Fringe	2,770	2,765	2,735	30
Travel	2,000	2,000	1,479	521
Operating Services	11,719	11,112	11,289	(177)
Operating Supplies	1,881	2,306	2,256	50
Other Costs	134	132	123	9
Legal Services	2,400	2,400	2,400	-
Capital Outlay	-	-	-	-
Total Expenditures	<u>56,278</u>	<u>55,994</u>	<u>54,858</u>	<u>1,136</u>
Excess of Revenues Over Expenditures	<u>(8,265)</u>	<u>(7,981)</u>	<u>(6,866)</u>	<u>1,115</u>
Other Financing Sources (Uses)				
Transfers in	8,265	7,981	6,866	(1,115)
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	<u>8,265</u>	<u>7,981</u>	<u>6,866</u>	<u>(1,115)</u>
Net Change in Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances				
Beginning of Year	-	-	-	-
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accountants' report.

Claiborne Voluntary Council on Aging, Inc.
 Budgetary Comparison Schedule - Title III C-1 Fund
 For the year ended June 30, 2007

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u> <u>(GAAP) Basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 27,512	\$ 27,512	\$ 27,512	\$ -
Public Support	-	-	3,163	3,163
Total Revenues	<u>27,512</u>	<u>27,512</u>	<u>30,675</u>	<u>3,163</u>
Expenditures				
Salaries	11,057	10,042	10,081	(39)
Fringe	868	789	780	9
Travel	-	-	-	-
Operating Services	4,700	4,436	4,658	(222)
Operating Supplies	245	1,544	1,505	39
Caterer - Raw Food	6,057	6,009	6,029	(20)
Caterer - Non-edibles	6,562	6,510	6,641	(131)
Other Costs	279	278	256	22
Total Expenditures	<u>29,768</u>	<u>29,608</u>	<u>29,950</u>	<u>(342)</u>
Excess of Revenues Over Expenditures	<u>(2,256)</u>	<u>(2,096)</u>	<u>725</u>	<u>2,821</u>
Other Financing Sources (Uses)				
Transfers in	2,256	2,096	2,414	318
Transfers out	-	-	(3,139)	(3,139)
Total Other Financing Sources (uses)	<u>2,256</u>	<u>2,096</u>	<u>(725)</u>	<u>(2,821)</u>
Net Change in Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances				
Beginning of Year	-	-	-	-
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accountants' report.

Claiborne Voluntary Council on Aging, Inc.
 Budgetary Comparison Schedule - Title III C-2 Fund
 For the year ended June 30, 2007

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u> <u>(GAAP) Basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 60,250	\$ 60,250	\$ 60,250	\$ -
Public Support	7,061	7,061	2,722	(4,339)
Total Revenues	<u>67,311</u>	<u>67,311</u>	<u>62,972</u>	<u>(4,339)</u>
Expenditures				
Salaries	25,047	24,125	23,924	201
Fringe	1,967	1,901	1,880	21
Travel	-	-	-	-
Operating Services	18,403	18,171	18,211	(40)
Operating Supplies	2,343	3,898	3,642	256
Caterer - Raw Food	22,785	22,605	22,345	260
Caterer - Non-edibles	24,684	24,488	24,858	(370)
Other Costs	279	278	257	21
Total Expenditures	<u>95,508</u>	<u>95,466</u>	<u>95,117</u>	<u>349</u>
Excess of Revenues Over Expenditures	<u>(28,197)</u>	<u>(28,155)</u>	<u>(32,145)</u>	<u>(3,990)</u>
Other Financing Sources (Uses)				
Transfers in	28,197	28,155	32,145	3,990
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	<u>28,197</u>	<u>28,155</u>	<u>32,145</u>	<u>3,990</u>
Net Change in Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances				
Beginning of Year	-	-	-	-
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accountants' report.

Claiborne Voluntary Council on Aging, Inc.
 Budgetary Comparison Schedule - NSIP Fund
 For the year ended June 30, 2006

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u>	<u>Final Budget</u>
			<u>(GAAP) Basis</u>	<u>Favorable</u>
				<u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 15,118	\$ 8,671	\$ 15,349	\$ 6,678
Total Revenues	<u>15,118</u>	<u>8,671</u>	<u>15,349</u>	<u>6,678</u>
Expenditures				
Salaries	-	-	-	-
Fringe	-	-	-	-
Travel	-	-	-	-
Operating Services	-	-	-	-
Operating Supplies	-	-	-	-
Caterer - Raw Food	-	-	-	-
Caterer - Non-edibles	-	-	-	-
Other Costs	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues Over Expenditures	<u>15,118</u>	<u>8,671</u>	<u>15,349</u>	<u>6,678</u>
Other Financing Sources (Uses)				
Transfers in	-	-	-	-
Transfers out	(15,118)	(8,671)	(9,175)	(504)
Total Other Financing Sources (uses)	<u>(15,118)</u>	<u>(8,671)</u>	<u>(9,175)</u>	<u>(504)</u>
Net Change in Fund Balance	<u>-</u>	<u>-</u>	<u>6,174</u>	<u>6,174</u>
Fund Balances				
Beginning of Year	3,044	3,044	3,044	-
End of Year	<u>\$ 3,044</u>	<u>\$ 3,044</u>	<u>\$ 9,218</u>	<u>\$ 6,174</u>

See accountants' report.

SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA

Claiborne Voluntary Council On Aging
Schedule Of Non-Major Special Revenue Funds
For the Year Ended June 30, 2007

	Title III C1 - AAA	Title III D	Title III E	Audit	Senior Center	Energy LA Atmos	Supplemental Senior Center Fund	Total
REVENUES								
Intergovernmental -								
Office of Elderly Affairs	18,202	3,012	20,059	1,008	26,541	-	3,100	71,922
Miscellaneous:								
LA Councils on Aging	-	-	-	-	-	-	-	-
Entergy	-	-	-	-	-	-	-	-
Client contributions	-	-	269	-	-	-	-	269
Other income	-	-	-	-	-	-	-	-
Total revenues	18,202	3,012	20,328	1,008	26,541	-	3,100	72,191
EXPENDITURES								
Salaries	11,061	2,613	12,821	-	11,172	-	-	37,667
Fringe	885	201	1,013	-	840	-	-	2,939
Travel	-	-	1,412	-	-	-	-	1,412
Operating services	5,446	288	2,617	1,008	7,032	400	-	16,791
Operating supplies	659	32	2,419	-	2,017	-	-	5,127
Caterer	-	-	-	-	-	-	-	-
Legal	-	-	-	-	-	-	-	-
Nutrition consultant	151	7	46	-	-	-	-	204
Ombudsman coordinator	-	-	-	-	-	-	-	-
Bad debt expense	-	-	-	-	-	-	-	-
Debt service - principal	-	-	-	-	-	-	-	-
Debt service - interest	-	-	-	-	-	-	-	-
Total expenditures	18,202	3,141	20,328	1,008	21,061	400	-	64,140
Excess (deficiency) of revenues over expenditures	-	(129)	-	-	5,480	(400)	3,100	8,051
OTHER FINANCING SOURCES (USES)								
Operating transfers in	-	129	-	-	-	-	-	129
Operating transfers out	-	-	-	-	(5,480)	-	(3,100)	(8,580)
Total other financing sources (uses)	-	129	-	-	(5,480)	-	(3,100)	(8,451)
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	-	-	-	-	(400)	-	(400)
FUND BALANCES								
Beginning of year	-	-	-	-	-	934	-	934
End of year	-	-	-	-	-	534	-	534

See accountants' report.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS AND
CHANGES IN GENERAL FIXED ASSETS
For the Year Ended June 30, 2007

	July 1, 2006	Additions	Deletions	June 30, 2007
General fixed assets, at cost:				
Real property	\$ 3,500	-	-	3,500
Leasehold improvements	18,468	-	-	18,468
Furniture and equipment	13,000	-	-	13,000
Computer and peripheral equipment	5,059	1,208	1,237	5,030
Automobiles	58,272	-	-	58,272
	<u>\$ 98,299</u>	<u>1,208</u>	<u>1,237</u>	<u>98,270</u>
Total general fixed assets				
Investment in general fixed assets:				
Title IIIC-1 AAA	\$ 574	-	287	287
Title IIIB SS	25,600	-	300	25,300
Title IIIC-1	370	-	185	185
Title IIIC-2	868	-	434	434
Senior Center	9,894	24	-	9,918
Discretionary Fund	20,706	-	24	20,682
CCOA Special Funds and Local Donations	40,225	1,208	-	41,433
Title IIID	32	-	16	16
Title IIIF	30	-	15	15
	<u>\$ 98,299</u>	<u>1,232</u>	<u>1,261</u>	<u>98,270</u>
Total investment in general fixed assets				

See accountants' report.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
SCHEDULE OF PRIORITY SERVICES-
TITLE III, PART B - GRANT FOR SUPPORTIVE SERVICES
For the Year Ended June 30, 2007

				<u>% of GOEA Grant</u>
Access (30%):	Transportation	\$ 18,313		
	Information & assistance	12,641		
	Outreach	<u>6,511</u>		
	Total access expenses		37,465	<u>78.69%</u>
In-Home (15%):	Homemaker	<u>14,399</u>		
	Total in-home expenses		14,399	<u>30.24%</u>
Legal (5%):	Legal assistance	<u>2,400</u>	2,400	<u>5.04%</u>
Non-priority services			594	
Less: Monies returned to GOEA			<u>-</u>	
Total Title IIIB - Supportive services expenditures			54,858	
Less:	Participant contributions		(379)	
	Transfers in		(6,866)	
Add:	Total funds returned to GOEA		<u>-</u>	
Title IIIB - Supportive services grant - Original grant award			<u>47,613</u>	

See accountants' report.

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CERTIFIED PUBLIC ACCOUNTANTS

**Independent Accountant's Report
on Applying Agreed-Upon Procedures**

To the Board of Directors
Claiborne Parish Council on Aging
Homer, Louisiana

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Claiborne Council on Aging, the Legislative Auditor, State of Louisiana, and applicable state grantor agencies solely to assist the users in evaluating management's assertions about Claiborne Council on Aging, Inc.'s compliance with certain laws and regulations during the year ended June 30, 2007 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Federal, State, and Local Awards

1. Determine the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Claiborne Council on Aging, Inc.'s federal award expenditures for the fiscal year are listed on page 47.

2. For each Federal, state, and local award, we randomly selected 6 disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.
3. For the items selected in procedure 2, we traced the thirty disbursements to supporting documentation as to proper amount and payee.

We examined supporting documentation for each of the thirty selected disbursements and found that payment was for the proper amount and made to the correct payee for twenty-nine of the expenditures. One disbursement for homemaker and respite wages was over-calculated by \$75.00.

4. For the items selected in procedure 2, we determined if the thirty disbursements were properly coded to the correct fund and general ledger account.

Twenty-nine payments were properly coded to the correct fund and general ledger account. As stated above, one disbursement was over-calculated by \$75.00 and was therefore not properly coded to the correct funds.

5. For the items selected in procedure 2, we determined whether the six disbursements received approval from proper authorities.

Inspection of documentation supporting each of the thirty selected disbursements indicated approvals from the Executive Director and/or the board chairperson.

6. For the items selected in procedure 2: For federal awards, we determined whether the disbursements complied with the applicable specific program compliance requirements summarized in *the Compliance Supplement* (or contained in the grant agreement, if the program is not included in the *Compliance Supplement*) and for state and local awards, we determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed:

We reviewed the previously listed disbursements for types of services allowed or not allowed. Disbursements complied with allowability requirements.

Eligibility

We reviewed the previously listed disbursements for eligibility requirements. Disbursements complied with eligibility requirements.

Reporting

We reviewed the previously listed disbursements for reporting requirements. Disbursements complied with reporting requirements.

7. For the programs selected for testing in item (2) that had been closed out during the period under review, we compared the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

The amounts reported on the close-out reports agreed to the entity's financial records.

Meetings

8. We examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Claiborne Council on Aging is only required to post a notice of each meeting and the accompanying agenda on the door of the Claiborne Council on Aging's office building. Management has asserted that such documents were properly posted. We examined newspaper advertisements for three board meetings and noted copies of the agenda in the minute file. For one board meeting we noted only a copy of the detailed agenda in the minute file.

Comprehensive Budget

9. For all grants exceeding five thousand dollars, we determined that each applicable federal, state, or local grantor agency/agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Claiborne Council on Aging provided comprehensive budgets to the applicable state grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

Prior Comments and Recommendations

10. We reviewed any prior-year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

For the audit engagement for the year ended June 30, 2006, there were no suggestions, recommendations or comments.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Claiborne Council on Aging, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Tamieson, Wise & Martin

Minden, Louisiana
November 26, 2007

See Accountants' Report.

OTHER SUPPLEMENTARY INFORMATION

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2007

Federal Grantor/Pass Through Grantors/Program Title	Federal CFDA Number	Program Or Award Amount	Revenue Recognized	Expenditures
U.S. Department of Health and Human Services				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
Special Programs for the Aging:				
Title IIIB - Supportive Services	93.044	\$ 47,613	47,613	47,613
Title IIIC-1 - Area Agency Administration	93.045	18,637	18,202	18,202
Title IIIC-1 - Congregate Meals	93.045	27,512	27,512	27,512
Title IIIC-2 - Home-Delivered Meals	93.045	60,250	60,250	60,250
Subtotal CFDA #93.045		106,399	105,964	105,964
Title IIID - Disease Prevention and Health Promotion	93.043	3,012	3,012	3,012
Title IIIE - National Caregiver Support Program	93.052	21,807	20,059	20,059
Totals for U.S. Department of Health and Human Services		178,831	176,648	176,648
Administration on Aging				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
Nutritional Services Incentive Program	93.053	15,700	15,349	9,175
Total federal grants		\$ 194,531	191,997	185,823

Note A - The accompanying Schedule of Expenditures of Federal Awards has been prepared using the modified accrual basis of accounting as contemplated under generally accepted accounting principles and which is the same basis of accounting used for presenting the general purpose financial statements.

See accountants' report.

10/31/2007 (Date Transmitted)

In connection with your review of our financial statements as of June 30, 2007 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

Federal, State, and Local Awards

Yes [☒] No [☐]

Yes [☒] No [☐]

Yes [☒] No [☐]

Yes [☒] No [☐]

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Yes ☒ No ☐

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes ☒ No ☐

Prior Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

Bruce Perkins Secretary July 17, 2007 Date
Same as above Treasurer _____ Date
Archie M. W. after President July 17, 2007 Date

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
CORRECTIVE ACTION PLAN FOR CURRENT YEAR FINDINGS
Year Ended June 30, 2007

Agreed Upon Procedures

2007-1 - Calculation of homemaker/respite wages

Description of Finding: One disbursement selected for a homemaker and respite worker was over-calculated by \$75.00. We noted that the employee's approved monthly time record did not agree to the daily detail of work performed. We also noted that the Council's bookkeeper allocated the hours worked per the time record to the different functions based on budgeted hours to be worked and not for actual hours worked for each function.

Recommendation: Employee time records submitted for payment should be reconciled to daily detail of work performed before being approved by management. Also, wages should be coded to the proper function and fund based on actual hours worked for each function and not budgeted hours.

Corrective Action Planned:

We will no longer hire one worker to provide Respite and Homemaking Services. From now on we will have one worker per service. The worker will turn in worksheets weekly. After receiving and checking the worksheets the Service Co-ordinator will fill out a weekly time sheet where she will break down a daily detail of work performed. The weekly time sheet will be given to the Bookkeeper and Director. When the Respite and Homemaking workers turn in their pay sheets for the month the Bookkeeper and Director will compare the pay sheets with the weekly time sheets for errors.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
June 30, 2006

There were no audit findings reported in the audit of the general purpose financial statements of the Claiborne Voluntary Council on Aging, Inc. as of and for the prior year ended June 30, 2006.